ABERGAVENNY TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

WEDNESDAY 13TH SEPTEMBER 2023

PR104/23 JOB DESCRIPTION AND SALARY REVISION FOR

ABERGAVENNY TOWN COUNCIL STAFF

1. PURPOSE
   1. To receive a report on the current staff structure and to review job descriptions and salary levels for all staff.
2. BACKGROUND
   1. Abergavenny Town Council currently employs a Town Clerk/Responsible Financial Officer, an Administration Assistant, and is recruiting a Deputy Clerk/Deputy Responsible Financial Officer.
   2. The job description in place for the Administration Officer was outdated alongside that of the Town Clerk/RFO.
   3. The new Deputy Clerk’s role will be reflective of that in place for the current Town Clerk so also needs to be reviewed urgently.
3. PROPOSAL
   1. To bring all contracts into line with the current needs and practices to be fit for purpose for the current Council, a review of each contract was implemented in August 2023 with current staff and Chairs of Committees.
   2. The Administration Assistant post covered basic office needs. It did not reflect the true nature of the duties carried out by the current member of staff. This has been updated with a view to the role becoming more involved with liaising with community groups and assisting with organising and facilitating the Mayor’s events and diary, as well as website updates and day to day office cover. A more appropriate job title of Community Engagement and Support Officer has been suggested alongside an appropriate salary band increase.
   3. The Town Clerk/RFO is a title which does not currently reflect the officer’s role in the 21st century. Other councils have updated their job title to Chief Officer or Proper Office, but Principal Officer seems the most frequently used modern term for this role. The job description has also been scrutinised, and amended, in order to better protect the needs of this Council, and to provide the most appropriate description for the future. It is suggested the salary band is uplifted to reflect these changes and increase in responsibilities.
   4. The role of Deputy Clerk/Deputy RFO is to be a mirror image of the Principal Officer role (Deputy Principal Officer). The salary band has been uplifted for that which was advertised in order to reflect the change in responsibilities and the proposed uplift for the Principal Officer.
   5. Cost implications of these changes will be as follows: £75000 budget set for salaries, pensions and on-costs for 2023/24.

* Administration Assistant £582.92pm for 12hour pw @ £11.21ph (SCP5) to increase to £24,948 FTE (SCP13) = £12.97ph x 14h per week = £786.85pm
* Town Clerk £36298pa (SCP30) increase to £39,493pa (SCP33) = £3291.08pm
* Deputy Clerk £35411 - £38296 (SCP29-32) £18.40ph lowest band x 18 hours per week = £1435.20pm
* £21646.50 wages paid out over 6 months and £4394.24 employer pension contribution = £26040.74 to date
* £33078.78 wages and £6714.99 employer pension contribution = £39793.77 total for next 6 months
* Predicted spend £65834.51 in total for 2023/24

1. RECOMMENDATION
   1. To resolve to accept and approve the amended job description, job title, and salary band increase for the Town Clerk/RFO to Principal Officer.
   2. To resolve to accept and approve the amended job description, job title and salary band for the Community Engagement and Support Officer.
   3. To resolve to accept new job description, job title, and salary band for the Deputy Principal Officer.